



## Human Resources

DATE POSTED: **December 13, 2005**

**REQ. # 05-309**

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **12-13-2005** TO **12-19-2005**,  
but will remain open until filled.

DEPARTMENT/DIVISION
<b>ADMINISTRATION</b>

POSITION AVAILABLE
<b>EXECUTIVE DIRECTOR - RESEARCH AND EDUCATION PARK</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$68,663.92 / year</b>

COMMENTS
<b>Driving Position</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 601**

**PAY GRADE: EX 4**

**SALARY: \$68,663.92 - \$109,755.15**

**EXECUTIVE DIRECTOR - RESEARCH AND EDUCATION PARK**

This position reports to the County Administrator, and the Chairman of the Board of the Treasure Coast Education, Research and Development Authority (the "Authority"). The Authority is created by FS 159.701, and is responsible for "creating research parks...for the purpose of promoting scientific research and development in affiliation with and related to the R&D of one or more public or private state accredited universities and for the economic development of the counties, and for the purposes of financing or refinancing capital projects related to the establishment of a research and development park..."

The nine-member Board is appointed by the County Commissioners of St. Lucie County, and serves for terms from 1-4 years. Authority members are persons who are residents and electors of, or have their principal place of employment in St. Lucie County. A 10<sup>th</sup> seat is filled by an Ex Officio Member appointed by the President, or the President's designee, of the University of Florida. The Chair and the Vice-Chair shall be elected annually from the members of the Authority and may be reelected.

The Executive Director shall carry out the plans, purposes and objectives of the Authority and the County Administrator. The Executive Director shall develop programs and execute those duly approved.

To accomplish the above, the descriptions of specific functions are:

**Management:**

- 1) Management of Authority policy and agreement implementation with University of Florida administration and appropriate stakeholders on tenant research, support and affiliation.
- 2) Providing a source for tenant point of contact with the University, the Authority and other entities, as appropriate. Recommending to the Authority/County and the University improvements of value to the tenants.
- 3) Implementation of policies, contracts and agreements with Research Park developers, builders, maintenance association and other contractors, as needed, to insure Authority policies and obligations are fulfilled on a timely basis. This is accomplished by regular personal and written communications and meetings. The Director is responsible for any preliminary preparation if/when negotiation of issues may be required by the board and County.
- 4) Implementation of contracts, agreements and obligations on behalf of the Authority with city, county, state and other governmental agencies involving assessments, traffic, safety, services and support for the research parks.
- 5) Lead the tenant qualification process and work with potential tenants to identify affiliation potentials at the University.
- 6) Screen and identify other research park site/opportunities for the Authority and County.

- 7) Identification of other required board actions as they arise, and the completed staff work to brief and prepare board members and appointed committees on possible alternative actions, with advice and review from the Authority's attorney.

#### **Administration:**

- 1) Conduct and produce annual tenant review of research parks - with identified projects and issues for Authority and University liaison.
- 2) Administer lease agreements, collection and disbursements of expenses per authority and County policy and guidelines.
- 3) Prepare and monitor budget plans and controls, track cash flow and prepare the annual budget for Authority board approval, and County approval until the Authority is self sufficient, with future year estimates, as well as current year projections. Make Chair, Board and County aware of any potential budget exposures, giving enough lead time for board action.
- 4) Manage and administer clerical support of Authority functions, Board meetings, appointments, committees, accounting and audit. Insure proper reporting and compliance as required by state and county ordinances.
- 5) Ensure insurance and emergency/disaster plans are in place for park, County and Authority assets.
- 6) Conduct quarterly tenant meetings for exchange and discussion of possible collaboration and park related issues.
- 7) Arrange and organize regular monthly, as well as all special, Authority board meetings, to include public notices, minutes and the contacting of interested parties/press.

#### **External Relations:**

- 1) Maintain regular communication with tenants and provide information of value to their organization.
- 2) Maintain contacts and relation with outside economic development agencies and organization, to include information and presentations to service and other organizations within the community.
- 3) Timely, on-going improvement and updating of Authority brochures, signs, web site, press releases, and other public contact channels to ensure they best represent the Research Park, its tenants and stakeholders.
- 4) Maintain current participation and ensure the Authority is represented in professional organization in both the public and private sectors.

#### **Credential Requirements:**

- 1) Accredited college or university degree in Marketing, Management or Business required; accredited college or university Masters in Business Administration (MBA) preferred.
- 2) Minimum of five (5) years Business and/or Marketing experience, preferably in both public and private sector arenas.
- 3) Proven ability to work with multiple agencies in both the public and private sector in domestic and international business communities.

- 4) Experience in project management and a demonstrated ability to handle multiple activities simultaneously.
- 5) Exposure and working knowledge of financials, financial statements and other key business planning instruments.
- 6) Experience with the management of medium-to-large staffs.
- 7) Clear oral and written communication skills.
- 8) Work schedule flexibility to allow participation in evening/weekend meeting/activities.
- 9) Ability to travel, as intermittent travel will be incorporated into this position.
- 10) Solid community relations and experience; demonstrated ability to interact with key community and state leaders, boards and commissions.
- 11) The ideal candidate's key strengths include excellent interpersonal, oral and written communication and presentation skills, solid management and decision-making abilities, strategic assessment, project management, planning and implementation capabilities, organizational skills, leadership skills and is a demonstrated team player.

**Essential Physical Skills:**

- 1) Use of both hands and fingers with dexterity
- 2) Good hand/eye coordination
- 3) Very frequent use of good vision and hearing with or without correction
- 4) Occasional walking and standing
- 5) Must be able to operate a County vehicle for an undetermined period of time
- 6) Must be able to occasionally lift up to 30 pounds

**Environmental Condition Requirements:**

Constant work inside the office in a sedentary posture. Occasional field trips to unimproved and improved development sites and agricultural areas.

**Work Hazards:**

Possible vision dysfunction due to heavy computer work. Occasional field visits with attendant hazards.

**Safety Equipment Needed or Used:**

Seatbelt while in vehicle. Occasional Safety Hardhat.